

FIELD TRIP REQUEST

(Use Facility's Letterhead)

Today's Date _____

(Field Trip Site)

(Field Trip Address)

Dear _____:

We would like to bring the children from _____ on a field trip to your site. Here are the details about our request: (Facility's Name)

Date Requested _____

Time Requested _____

Number of Children _____

Ages of Children _____

Number of Adults with Children _____

Reason for Visit _____

Special Requests _____

Thank you for giving the children the opportunity to visit. We appreciate your efforts in providing these arrangements.

Please contact us at (____) _____ to confirm the visit and/or if you need any further information. (Phone)

Sincerely yours,

(Trip Leader's Signature)